

# CAT QUEST

EASTMONT HIGH SCHOOL



FOR JUNIORS & SENIORS

ADVISORY  
MAKEUP  
HANDOUT

Listed below are the requirements and process for students to makeup their failing grade from Advisory (Cat Quest) last year. If you have any questions or concerns, feel free to contact your Advisor.

*All students will have until the end of September to turn in their completed makeup work. Any students still failing after the September deadline will be assigned Wednesday Night School from 6:00-9:00 PM until they are passing.*

1. If you are making up a failing grade for two years of Advisor/Advisee (F 10<sup>th</sup> grade & F 11<sup>th</sup> grade) then you will need to complete:
  - a. College Comparison Activity
  - b. Skills Assessment Activity
  - c. Printed Hard Copy of Resume & Cover Letter (meeting requirements of rubric)
    - i. Staple together and turn in completed work to your advisor.
  
2. If you are only making up one failing (F 10<sup>th</sup> grade or F 11<sup>th</sup> grade) grade for Advisor/Advisee then you will need to complete:
  - a. Skills Assessment Classroom Activity
  - b. Printed Hard Copy of Resume & Cover Letter (meeting requirements of rubric).
    - i. Staple together and turn in completed work to your advisor.

## **WOIS Instructions:**

Remember, a student only needs to type in the WOIS EHS Site Key when they are accessing WOIS from a computer. **Ask in the Library for this year's Site Key.**

- Logging into WOIS from Home
  - o Go to [www.wois.org](http://www.wois.org)
  - o Enter the WOIS EHS Site Key:

**SENIORS ONLY**  
***(FOR SENIORS WHO HAVE FAILED ADVISORY)***

If you are a student who failed both Sophomore & Junior Advisory they will need to complete this additional activity to retrieve credit for both years of Advisory.

**COLLEGE COMPARISON ACTIVITY**                      **Log into WOIS**

Remember: You must enter your user ID and Password to login.

- If logging in from home you will need to go to [www.wois.org](http://www.wois.org) and then type in the EHS WOIS Access Site Key before you can log in. If you don't remember it, ask in the library.

Using the blue links on the left, click on the **Assessments** link

Next, click on the blue **Compare Schools** Link (it will appear in the list below the Assessments link)

Select **4 schools** that you want to compare. You select the schools by scrolling down the All Schools list, clicking on the school and clicking the **Add School** button.

Once you have all your school selected, click on the **Compare My Schools** button.

Next, you will need to fill in the table below:

Name of School	Location	Size (Enrollment)	Tuition

Click on the **Program List** for each school and write the program you selected for each school (can be the same program for multiple schools).

Name of School	Program

Finally, based on your research, which school would you select to attend?

1. \_\_\_\_\_

## SENIORS AND JUNIORS (FOR ALL STUDENTS WHO HAVE FAILED ADVISORY)

### Skills Assessment Classroom Activity (makeup 1 year only)

- Log into your **WOIS Portfolio**
- Click on the blue **Assessments/Tests** link
- Under the Assessments section you will see a blue link for Interest Profiler. To the right of that you will see a blue link that says **Results**. Click on the **Blue results link on the same line as Interest Profiler**
- Look at the table under the **Your Scores** section

**\*\*IF YOU DO NOT HAVE A PORTFOLIO:** Follow the directions above to get to the Interest Profiler Assessment. Once you take the Interest Profiler, use the results to fill in this worksheet.

**Which Interest area has the highest score?** \_\_\_\_\_

**Which is your next highest score?** \_\_\_\_\_

- Click on the **Related WOIS Careers** links next to **your top two Interest Areas**
- Explore through the occupations listed below that sound interesting to you.
- Choose **one favorite occupation** from each of the three sections (1. Occupations requiring no postsecondary education, 2. Less than 4 years of education, 3. Four years or more postsecondary education)
- You will do this twice, once for your top interest area and once for your second.

**Write the occupations you chose below:**

**Set ONE**

**Set TWO**

- |          |          |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |

- From your list of six occupations above, choose one to explore more in-depth.
- **Click on the Blue Link for that Occupation**
- On the top of the screen, you will see a list of blue links starting with “At a Glance” and ending with “References”. You will use these links to complete this next section.

**Click on the Wages Link. What is the Median Hourly Rate and Salary for this job? (Use Washington State)**

Hourly Rate: \_\_\_\_\_ Salary (Monthly): \_\_\_\_\_

**Is the pay Larger or Smaller than the United States Median?** (circle the appropriate answer) **Larger Smaller**

- Go Back to the list of blue links
- Click on the **Common Work Activities Link.**

**List three common work activities.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

- Go back to the list of blue links
- Click on the **Training Link.**

**List three requirements for training for this career:**

1. \_\_\_\_\_

Name: \_\_\_\_\_ Makeup year(s) \_\_\_\_\_ Advisor: \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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**Follow the same steps for a second occupation:**

- From your list of six occupations above, choose a second occupation to explore more in-depth.
- **Click on the Blue Link for that Occupation**
- On the top of the screen, you will see a list of blue links starting with “At a Glance” and ending with “References”. You will use these links to complete this next section.
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**Click on the Wages Link. What is the Median Hourly Rate and Salary for this job?**

Hourly Rate: \_\_\_\_\_ Salary: \_\_\_\_\_

**Is the pay Larger or Smaller than the United States Median?** (circle the appropriate answer) **Larger Smaller**

- Go Back to the list of blue links
- Click on the **Common Work Activities Link.**

**List three common work activities.**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

- Go back to the list of blue links
- Click on the **Training Link.**

**List three requirements for training for this career:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Advisor Resume Rubric

The resume you turn in to your Advisor will be checked using the following criteria. If your resume meets these minimum requirement you will be checked off and get credit for this assignment. If your resume does not meet **ALL** of these requirements, it will be given back to you for editing and you will need to submit it again. \*\*\* Your resume must be **saved to** the following location:

**I:\docs\advisory\ “your student ID number”\resume**

Note: The Resume Handbook (in the student common file on the computer network) needs to be followed when creating your resume. It is located in the following area:

**Vol 1 on ‘EHS1’ F:\students\common\advisory**

### Section 1

Meets Requirements	Personal Information	
<input type="checkbox"/>	<b>Name</b>	full name
<input type="checkbox"/>	<b>Address</b>	complete address
<input type="checkbox"/>	<b>Phone Number</b>	
<b>COMMENTS</b> <i>optional:</i>		

### Section 2

Meets Requirements	Headings	
<i>Note: The following headings are the minimum requirements. You may include more headings.</i>		
<input type="checkbox"/>	<b>Objective</b>	complete sentence
<input type="checkbox"/>	<b>Education</b>	include college or skill center classes if applicable
<input type="checkbox"/>	<b>Experience</b>	work and/or volunteer
<input type="checkbox"/>	<b>Activities</b>	could substitute: interests and hobbies, honors and awards, etc.
<input type="checkbox"/>	<b>Strengths</b>	could substitute: skills, abilities
<b>COMMENTS</b> <i>optional:</i>		

### Section 3

Meets Requirements	Formatting	
<input type="checkbox"/>	<b>Visually pleasing</b>	font size, type, and style should be easy to read
<input type="checkbox"/>	<b>Evenly distributed on page</b>	effective use of white space does not have big gaps of white space, but has text evenly distributed to fill up 1 page
<input type="checkbox"/>	<b>Columns aligned</b>	headings are in a straight line, not staggered bulleted lists can be indented but are in a straight line, not staggered
<input type="checkbox"/>	<b>Error free (spelling)</b>	no spelling errors; correct grammar & punctuation
<b>COMMENTS</b> <i>optional:</i>		

## Advisor Cover Letter Rubric

The Cover Letter you turn in to your Advisor will be checked using the following criteria. If your Cover Letter meets these minimum requirement, you will be checked off and get credit for this assignment. If your Cover Letter does not meet **ALL** of these requirements, it will be given back to you for editing and you will need to submit it again. \*\*\* Your cover letter must be **saved to** the following location:

**I:\docs\advisory\ “your student ID number”\resume**

Note: The Resume Handbook (in the common file on the computer network) needs to be followed when creating your Cover Letter. It is located in the following area:

**Vol 1 on ‘EHS1’ F:\students\common\advisory**

### Section 1

Meets Requirements	<b>Block Letter Format</b>	
	<i>Note: The Block Letter Format is in your Resume Handbook. It is on page 11.</i>	
<input type="checkbox"/>	<b>Date</b>	
<input type="checkbox"/>	<b>Inside Address</b>	complete address (use your advisor’s name and the school’s address if you don’t have someone to send the letter to)
<input type="checkbox"/>	<b>Salutation</b>	Dear _____
<input type="checkbox"/>	<b>Body</b>	3 paragraphs
<input type="checkbox"/>	<b>Closing</b>	include “Sincerely” and type your name
<input type="checkbox"/>	<b>Signature</b>	sign the letter
<b>COMMENTS</b> <i>optional:</i>		

### Section 2

Meets Requirements	<b>Follow 3 Paragraph Sample</b>	
	<i>Note: This sample is in your Resume Handbook. It is on page 10. If you do not have an job you are applying for, choose one you are interested in and focus your letter for this job</i>	
<input type="checkbox"/>	<b>Paragraph 1</b>	follows paragraph 1 format
<input type="checkbox"/>	<b>Paragraph 2</b>	follows paragraph 2 format
<input type="checkbox"/>	<b>Paragraph 3</b>	follows paragraph 3 format
<b>COMMENTS</b> <i>optional:</i>		

### Section 3

Meets Requirements	<b>Error Free</b>	
<input type="checkbox"/>	<b>Error free (spelling)</b>	no spelling errors
<input type="checkbox"/>	<b>Grammar</b>	Grammatically correct including capitalization, punctuation, and sentence structure
<b>COMMENTS</b> <i>optional:</i>		

## ***Advisors: Suggestions for Grading Resume***

The purpose of the rubric and suggestions for grading is so you can easily skim a student's Resume and evaluate the minimum requirements quickly. Students need to meet **ALL** minimum requirements to be checked off. You can write suggestions to students on their rubric, or Resume so they can edit it and turn it back in to you. Once they have met the minimum requirements, you can check them off and return their Resume.

### **Personal Information (Section 1)**

-Has all personal information

### **Headings (Section 2)**

-Includes the minimum headings

### **Formatting (Section 3)**

Suggestions for evaluating formatting

- Use of Font size, type, style should be easy to read
- Use of Bullets (not sentences)
- Columns aligned (headings, bullets are in a straight line, not staggered)
- Evenly distributed on page (effective use of white space)
- Error Free (no spelling errors)

## ***Advisors: Suggestions for Grading Cover Letter***

The purpose of the rubric and suggestions for grading are provided so you can easily skim a student's Cover Letter and evaluate the minimum requirements quickly. Students need to meet **ALL** minimum requirements to be checked off. Write suggestions to students on their rubric or Cover Letter so they can edit it and turn back in to you. Once they have met the minimum requirements, you can check them off and return their Cover Letter.

### **Block Letter Format (Section 1)**

-All parts are in Block Letter Format Section (**Page 11 in handbook**)

### **Follows 3 Paragraph Sample (Section 2)**

-It is evident that students followed 3 Paragraph Sample from Resume Handbook (**Page 10 in handbook**)

### **Error Free (Section 3)**

-No spelling, grammar, punctuation, or capitalization errors. No sentence structure errors